

Project Engineer – Job Description

Company: Lift Services Ltd- Major Projects

Function: Facilitate the site operations for designated projects

Reports to: Project Delivery Manager

Purpose

To manage Stannah Major Projects sites, by carrying out regular and planned visits ensuring our subcontractor installers provide the level of service expected of Stannah and our clients/

To provide the builder with advice and when required, technical solutions, and ensure each lift is installed to the highest engineer and safety standards and tested to programme and on budget

Key Responsibilities

- Schedules – Maintain and schedule work issued to you, ensuring site visits are carried in good time prior to planned installation start dates.
- Supervise site based activity - All sites will receive as a minimum 3 visits during course of project , Pre start - Progress - Handover visit.
- You must be proactive, and coordinate and plan the following:
 - Pre start meeting- Start on Site-Test-Handover
 - Manage risk against each project or installer on it's or his merits
- Assist the Project Manager in all aspect of the installation, commission and test programme, including pre-planning and liaising with customers to ensure that programme dates are met.
- Ensure that all site H&S paperwork is completed to the standards required by the company and all relevant legislation.
- Visit and check sites to ensure customers are aware of the Company's pre-installation and commissioning requirements, including the need to comply with the Company's Safe Systems of Work
- Arrange pre start meeting for allocated upcoming projects
- Site visits – Always visit customer (builder) ,carry out general safety assessment. And check progress against site plan. Complete Job Activity Reports (JARs) for each visit
- Monitoring the compliance of installation staff (including sub-contractors) to the company's Health & Safety policy, via random site safety visits and pre-installation site visits.
- Working away on occasion to assist the UK based Project Managers.

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This list is not exhaustive and the jobholder will be expected to undertake any duties within their capacity to meet the needs of the business and/or the Project Engineer function.

Skills and Experience

- Experience in installing and/or testing all types of lifts – know the process so that subcontractors performance and competence can be monitored
- Knowledge of construction sites and building process
- Must be able to read and understand a wide range of 'construction' drawings – ranging from builders, architects, engineers
- Experience of working within stringent H&S guidelines
- Ability to plan, prioritise and organise workloads
- Experience in assisting in the managing and delivering Projects to the highest standards
- Good level of IT literacy
- Well-developed interpersonal skills.
- Excellent communication skills - written and verbal
- Ability to motivate others
- Time Management

Personal Attributes and Behaviours

- Excellent communication skills
- Ability to work unsupervised
- Calm & effective under pressure
- Ability to achieve a good commercial balance between customers'/Stannah's requirements
- Possess the willingness to learn, improve and adapt
- Analytical and precise
- Good organisational skills
- Able to make decisions & use initiative
- 'Can do' attitude

Relationships

Internal

The jobholder will be expected to maintain close and effective personal working relationships at all levels of the organisation. The communication skills required include the ability to communicate technical complex and sensitive information.

External

Build relationships and trust with site personnel including architects, site managers and other trades.

Personal Attributes and Behaviours

- High levels of self-motivation, self-managing and tenacity to deliver tasks/project.

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- Ability to establish good working relationships with peers, customers, Project Manager and product supplier as and when required.
- Ability to work individually as well as part of a team.
- Be able to operate calmly and effectively.
- Attention to detail.
- A positive and constructive approach to problem solving using experience gained within the industry.
- Safety conscious approach to working.
- Experience with Microsoft Office.

Education and Qualifications

- Good standard of numeracy and literacy
- NVQ in Management or equivalent
- CSCS Supervisors (Gold)
- ERO 202
- NVQ3 Lift Installation (advantageous)
- IOSH Managing Safely
- PTS